



Jet Propulsion Laboratory
California Institute of Technology
4800 Oak Grove Drive
Pasadena, California 91109

December 15, 2003

Dear Colleague:

Subject: JPL/NASA 16th Annual High-Tech Small Business Conference 2004

Once again, its time to network with some of the best small, small disadvantaged and women-owned businesses in the nation! The JPL/NASA 2004 High-Tech Small Business Conference is scheduled on **Tuesday, March 2 and Wednesday, March 3, 2004** at the Radisson Hotel located at 6225 West Century Blvd., Los Angeles, CA.

Nationwide responses from exhibitors, such as yourself, and the small business community have been excellent. Although the two-day event is designed primarily for the high-tech firm, it is our belief that non high-tech firms also benefit by attending. On that note, please distribute this information to any small businesses that may express an interest in attending (with the understanding that the conference format precludes small businesses from having booth space).

The conference theme continues to be "matching small businesses (including small disadvantaged businesses and women-owned businesses) with large businesses (federal government and prime contractors) at a minimum cost to each, for the purpose of discussing purchasing/procurement opportunities."

A registration fee of **\$100 per person** includes two continental breakfasts, two lunches, two networking receptions, and program materials. There is no booth fee. In addition, a sign identifying your organization is provided for each counseling booth/tabletop.

Please return the Registration Form along with your check or money order payable to the "**Jet Propulsion Laboratory**" no later than **February 13, 2004**. For tracking purposes, please make a notation on your check's comment section referencing payment is for "High-Tech 2004." **Payment by credit card is also available.** See the enclosed Registration Form.

Make your Radisson hotel reservation **before February 9, 2004** to take advantage of the special conference rate of **\$99** single/double occupancy.

If you have any questions, please call me at (818) 354-5722. We look forward to having you join us again at this event!

Sincerely,

Margo Kuhn
Exhibit Coordinator
margo.p.kuhn@jpl.nasa.gov
<http://acquisition.jpl.nasa.gov/boo>

Enclosures:

HIGH-TECH CONFERENCE FACT SHEET

CONFERENCE SITE: The Radisson Hotel is located at 6225 W. Century Blvd., Los Angeles, California. The Hotel is located next to LAX.

HOTEL ACCOMMODATIONS: Registrants are responsible for making their own hotel arrangements. For reservations at the Radisson call (310) 670-9000 or toll-free at (800) 333-3333. Mention that you are registering for the "JPL High-Tech Conference." **Room rates are \$99 single/double occupancy.** Guests can book reservations on-line at www.radisson.com using the Access Code "TECH." You can type this code into the Promotional Code Box, request Los Angeles, and the arrival and departure dates. Please make your reservations before **February 9, 2004** to ensure that a room will be available and guaranteed for you at the special rate. Room rates will be \$199 after this date.

TRANSPORTATION: Complimentary transportation to/from LAX to the Radisson Hotel is available on a 24-hour basis by hotel shuttle. Courtesy phones are available at each Baggage Claim area to request transportation.

PARKING: Parking fees at the Radisson are \$5.00 for self-parking and \$7 valet for day use and do not include in and out privileges. A special \$10 self-parking fee with in and out privileges is available for overnight hotel guests.

CONFERENCE MATERIALS: Mail handout materials to the Radisson one week prior to March 1 to the following address:

The Radisson
"JPL High-Tech Conference"
3/1 - 3/3/2004
Attn: Convention Services
6225 W. Century Blvd.
Los Angeles, CA 90045

Please make sure your name and organization/company is on the package.

REGISTRATION FEE: \$100 PER ATTENDEE.

Conference registrants must return the completed Registration Form along with a check or money order payable to the "Jet Propulsion Laboratory" in the amount stated for each participant by **February 13, 2004**. **Payment by credit card is also available.** See the Registration Form. Purchase orders are not accepted. We encourage pre-payment of the registration fee, as cash will not be accepted on site. Confirmation will be mailed upon receipt of pre-payment. To facilitate the registration process at the conference site, please bring your confirmation postcard with you.

CANCELLATION POLICY: Refunds (100%) are made upon receipt of written cancellation prior to **February 20, 2004**. A 50% refund is made upon receipt of written cancellation prior to **February 25, 2004**. **NO REFUNDS THEREAFTER; HOWEVER, YOU MAY SEND A SUBSTITUTE.** (Please notify our office of any substitutions.) Registration refunds are distributed approximately 4 to 6 weeks **after** the conference has concluded.

TENTATIVE AGENDA

Monday, March 1, 2004

5:00 - 6:00 p.m.	Early Registration
5:00 - 7:00 p.m.	Welcome Reception

Tuesday, March 2, 2004

7:00 - 9:00 a.m.	Registration
7:00 - 8:00 a.m.	Continental Breakfast
8:00 - 8:45 a.m.	Conference Overview
9:00 - 11:45 a.m.	Marketplace
9:00 - 11:45 a.m.	Workshop Sessions
12:00 - 1:30 p.m.	Lunch
1:30 - 4:30 p.m.	Marketplace
2:00 - 4:15 p.m.	Workshop Sessions
4:30 - 6:00 p.m.	Networking Reception

Wednesday, March 3, 2004

7:00 - 9:00 a.m.	Registration
7:00 - 8:00 a.m.	Continental Breakfast
8:00 - 8:45 a.m.	Conference Overview
9:00 - 11:45 a.m.	Marketplace
9:00 - 11:45 a.m.	Workshop Sessions
12:00 - 1:30 p.m.	Lunch

1:30 - 4:00 p.m.

Workshop Sessions

REGISTRATION FORM

[☐] Enclosed is my check or money order for **\$100 per attendee** payable to the "Jet Propulsion Laboratory." I understand purchase orders are not accepted. Please type or print clearly the following: (*Note: Print Company and Attendee's Name as you would like it to appear on your badge.*)

Attendee's Name: _____

Title: _____

Corp./Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

IMPORTANT! To ensure that your Registration Form and check reaches our office by **February 13, 2004**, please forward to the address below. (*If this address is not used exactly as printed below, you risk your check getting lost in the general JPL mail and could take months to locate.*)

JET PROPULSION LABORATORY
Business Opportunities Office
ATTN: Martin Ramirez, M/S 190-205
4800 Oak Grove Dr.
Pasadena, CA 91109-8099

Credit Card Information - If payment is by credit card, you may fax this registration form to Martin Ramirez at (818) 393-1746

Charge my: [☐] American Express [☐] VISA [☐] MasterCard

Card# _____

_____ (American Express Requires 4 digit security code found on either front or back of card)

Expiration Date: _____ Month _____ Year

Billing Address (if different than above):

Address: _____

City/State/Zip _____

Signature

Print Name (as shown on credit card)